



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: 29557 - Operations Officer - GS-14

Salary Range: \$77,490 - \$141,555 (not applicable for detailees)

Vacancy Open Period: 11/15/2016 - 11/30/2016

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: CTIIC/CIS

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or up to two grades lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI cadre.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
 - Current Federal Government employees.



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Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The Director of National Intelligence (DNI) serves as the head of the Intelligence Community (IC). The DNI also acts as the principal advisor to the President, the National Security Council and the Homeland Security Council for Intelligence matters related to the national security; and oversees and directs the implementation of the National Intelligence Program. The DNI leads intelligence integration and forges an intelligence community that delivers the most insightful intelligence possible. The Cyber Threat Intelligence Integration Center (CTIIC) builds understanding of foreign cyber threats to US national interests to inform decision-making by federal cyber centers, departments and agencies, and policymakers. CTIIC works with its partners to integrate threat intelligence and related information from the network defense, intelligence, and law enforcement communities; facilitate information-sharing; lead community analysis of cyber threat; and support interagency planning to develop whole-of-government approaches against cyber adversaries.

Major Duties and Responsibilities (MDRs)

- Build global situational awareness of significant cyber threat intelligence by independently identifying, researching, and assessing intelligence reporting.
- Maintain awareness of current cyber intelligence issues and policymaker priorities.
- Research and produce intelligence products that leverage multiple sources of information to set significant cyber threat reporting in context and highlight US response actions.
- Coordinate with IC officers and federal cyber centers to gather insights into significant cyber threat reporting.
- Build understanding of significant cyber threats for non-specialist customers by explaining activity and avoiding jargon.
- Guide the monitoring, sorting, prioritization, and analysis of intelligence traffic.
- Guide and perform proactive community outreach and collaboration activities by planning and engaging in internal and external information sharing, fostering collaborative relationships with interagency partners, and communicating timely and relevant intelligence information.
- Promote the sharing of information and knowledge from intelligence reports by effectively recognizing, valuing, building, and leveraging diverse and collaborative networks within ODNI, with other federal cyber centers, and across the IC.
- Develop and continually expand personal expertise on a full range of current intelligence and policy issues and achieve a government-wide reputation as a subject matter expert on the information contained in intelligence reports as well as the production and distribution of this information.

Mandatory and Educational Requirements



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- Extensive knowledge of intelligence analysis and production.
- Familiarity with cyber threat issues.
- Demonstrated ability to develop complex written products, as well as the ability to brief counterparts and senior officials on those products, answer detailed questions, and provide supporting information.
- Demonstrated ability to maintain and develop effective working relationships with counterparts and more senior staff in the IC for the purpose of sharing information.
- Knowledge of the ODNI and larger IC mission, operations, tradecraft, capabilities, and requirements.
- Demonstrated ability to make assessments of time-sensitive issues, adjust priorities, and change focus quickly as demands change.
- Demonstrated ability to work effectively both independently and in a team or collaborative environment, coupled with established and effective interpersonal, organizational, and problem-solving skills.
- Strong oral and written communication skills, including the ability to clearly convey complex information and technical data to all levels of management.
- Demonstrated ability to work collaboratively with senior defense, domestic, and national IC officials.
- Outstanding interpersonal and organization skills, including ability to manage competing priorities under strict guidelines while maintaining superior customer service.
- Demonstrated ability to work effectively with teams, build and sustain professional relationships, and exert influence effectively at all levels within and across organizations on a myriad of situational awareness topics.
- Experience: Generally, seven years of related work experience.
- Education: Bachelor's degree in subject matter area, or closely related discipline.

Desired Requirements

None.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



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WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_D_WMA@dni.ic.gov (classified email system) or Recruitment_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both mcpherc@dni.ic.gov (*Candace M.*) and hoylegr@dni.ic.gov (*Greta H.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).*

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

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All Applicants:



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APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3663.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3663; Email: Recruitment_TeamD@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**